

CITY OF PONCA CITY
City Administration

UPCOMING MEETINGS

MONDAY, JULY 10

Board of Commissioners/PCUA Regular Meeting

City Hall, Commission Chamber, 516 E. Grand Ave., 5:30 p.m.

TUESDAY, JULY 11

Library Board

Library Board Room, 515 E. Grand Ave., 12:00 p.m.

EMERGENCY MANAGEMENT NEWS
Ponca City Emergency Management

PONCA CITY NOTIFICATION SYSTEM NOW AVAILABLE FOR RESIDENTS

Ponca City residents with a cell phone, landline phone, or email address can now enroll in the *Ponca City Notification System*. The *Ponca City Notification System* provides notifications at no cost to those that complete the simple online registration. Once registration is complete, users will immediately be able to receive notifications. There is no waiting period. Notifications are available as text messages, phone calls or emails. Residents may select one or all methods. Those suffering with hearing loss may choose to receive “text” notifications, while those with vision challenges may choose “voice” notifications. Weather notifications are sent directly from the National Oceanic and Atmospheric Administration and the National Weather Service. Notifications from the City of Ponca City regarding power outages, water outages, road closures, and other alerts will soon be provided. For more information and a list of frequently asked questions, please go to: www.poncacityok.gov/pcnotification-registration or email em@poncacityok.gov

PUBLIC WORKS NEWS
Low Wentz Golf Course

MONDAY, JULY 10

Senior Day: Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, JULY 11

Ladies Day: Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, JULY 12

Drink Specials: All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

For more information on the City of Ponca City go to www.poncacityok.gov or Cable One Channel 56

PARKS AND RECREATION NEWS

Ponca City Senior Center

MONDAY, JULY 10

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Movie, 12:30 p.m.

Afternoon Games, 12:30 p.m.

Bingo Night, 5:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, Veggie Medley with Sausage

TUESDAY, JULY 11

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Ukulele, 10:00 a.m.

Lunch-n-Learn, Mental Health, 10:45 a.m.

Afternoon Games, 12:30 p.m.

Line Dance, 2:00 p.m.

Senior Diner, 11:30 a.m., \$4.00, Loaded Baked Potato

WEDNESDAY, JULY 12

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Lunch-n-Learn, Ponca City Police-Safety, 11:00 a.m.

Pitch and Bridge, 12:30 p.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, Sloppy Joes

THURSDAY, JULY 13

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Row at a Time, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Craft, 1:00 p.m.

Line Dance, 2:00 p.m.

Senior Diner, 11:30 a.m., \$4.00, Chicken Salad

FRIDAY, JULY 14

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Bunco, 12:15 p.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, Parmesan Tilapia

*Registration for Senior Diner meals will be accepted until 8:00 a.m. on the day of meal.

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

For more information on the City of Ponca City go to www.poncacityok.gov or Cable One Channel 56

PARKS AND RECREATION NEWS***Parks and Recreation and RecPlex*****AMBUC AND WENTZ POOLS**

Both pools are open daily 1:00 p.m. to 7:00 p.m. with AMBUC Pool closed on Wednesdays and Wentz Pool closed on Mondays for maintenance.

Admission to either pool is \$1.00 for youth 12 and under and \$2.00 for individuals 13 and older. Children 12 and under must have a person 16 or older accompany them. RecPlex members get free entrance to both pools with their scan cards.

KAYAK RENTAL KIOSK AT LAKE PONCA

A self-serve kayak rental kiosk is available at Lake Ponca, located south of the swim beach on Checkstand Road.

Rent.fun, the vendor responsible for the installation, service, and maintenance of the kiosk, kayaks, and associated equipment, makes renting available via their smartphone application, seven days a week, from dawn to dusk, during the rental season.

Renters can select from one of four kayaks, by scanning an individual compartment of the kiosk and completing the steps on the smartphone application. Each rental includes a paddle and required personal flotation device. Once renters have finished their time on the water, they simply return equipment and finalize their rental at the kiosk.

For further information regarding the new self-serve kayak kiosks or to get information about Parks and Recreation's beautiful guided kayak tours or special event/group kayak rentals, please contact the Ponca City RecPlex at 580-767-0430.

TAEKWONDO CLASS

- Master Primo Venegas, an instructor with over 30 years of teaching experience, will have an 8-class session of Taekwondo.
- Classes are every Tuesday and Thursday from 6:30 to 7:30 p.m., July 10 thru August 3
- For ages 7 and older. The cost is \$75.00 per session.
- Register online thru August 3 at: www.poncacityok.gov/parksandrec-registration

KIDS NIGHT OUT

- Sign your kids up for this awesome 5-hour fun-filled event! The RecPlex will provide dinner, multiple crafts for your child and lots of fun in the facility. The kids have a "popcorn bar" full of treats to snack on while they watch a fun movie.
- Saturday, August 12, from 5:00 to 10:00 p.m.
- For ages 2-12 years old. The cost is \$35.00 and Siblings are \$10.00.
- Register online thru August 11 at: www.poncacityok.gov/parksandrec-registration

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

PAINT NIGHT AT THE RECPLEX

- Paint Night at the RecPlex will help you tap into your creative side to relax and have fun.
- The class is July 16 at 5:30 p.m. in the RecPlex Art Studio.
- For ages 12 and older. The cost is \$35.00 per class.
- Register online by July 13 at: www.poncacityok.gov/parksandrec-registration

SWIMMING LESSONS AT AMBUC POOL

- American Red Cross Swim Lessons at Ambuc Pool are conducted by certified instructors and adapted for swimmers with little to no water experience as well as more advanced swimmers.
- The July Session is Monday thru Thursday July 10 thru July 20.
 - class times: 9:00 a.m., 9:45 a.m., or 10:30 a.m. at AMBUC pool.
- For ages 3 to 13 years old. The cost is \$55.00. Member price is \$35.00
- Register online thru July 7 at: www.poncacityok.gov/parksandrec-registration

YOUTH TENNIS CAMP

- These 4-day summer camps are during the month of July for ages 5-17. Registrants will receive a free t-shirt.
- The camps are Monday thru Thursday at the Wally Smith Tennis Center.
- For ages 5 thru 17. The cost is \$40.00 per participant for each camp.
- Register online at: www.poncacityok.gov/parksandrec-registration

Age Group:	5-6 years	7-12 years	13-17 years
Session Times:	9:00-9:45 a.m.	10:00-10:45 a.m.	11:00-11:45 a.m.
Camp Dates:	July 17-20 July 24-27	July 17-20 July 24-27	July 17-20 July 24-27

WARS OF WENTZ

- Come test your splat-r-ball gun skills at Wentz Camp with the game *Capture the Flag*!
- The competition is Saturday, August 26, 6:00-8:00 p.m., at Wentz Camp
- For ages 10 and older. The fee is \$10.00.
- Register online by August 26 at: www.poncacityok.gov/parksandrec-registration

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

LIBRARY NEWS

Ponca City Library

MONDAY, JULY 10

Making Music, 2:00 p.m.

***Makerspace**, 2-hour time slots, 1:00-5:00 p.m., registration required

TUESDAY, JULY 11

Pretzel Kids Yoga, 1:00 p.m., registration required

Art from the Heart, 3:00 p.m.

Game Night, 6:00 p.m., all ages

WEDNESDAY, JULY 12

Storytime, Ages 0-4: 10:30 a.m.

Storytime, Ages 3-8: 4:00 p.m.

Ponca Writers, 3:30 p.m.

Teen Poetry Night, 6:30 p.m.

THURSDAY, JULY 13

Just Dance Competition, ages 6-12: 2:00-4:00 p.m., Teens: 4:00-6:00 p.m.

***Makerspace**, 2-hour time slots, 1:00-5:00 p.m., registration required

FRIDAY, JULY 14

Friday Fun Movies, 1:00 p.m: *School of Rock*, 3:00 p.m: *Coco*

***Makerspace**, 2-hour time slots, 1:00-5:00 p.m., registration required

SATURDAY, JULY 15

Painting with Music, 10:00 a.m. & 2:00 p.m., registration required

Dungeons & Dragons, 2:30 p.m.

*Makerspace features 3-D printers, sewing machines, die cutters, routers, Cricut machines and a Glowforge. Once a personalized orientation class is completed, Makers sign up for 2 hours blocks of time to make something awesome! Makers provide their own materials for use in the Library's makerspace.

Contact: Holly LaBossiere, Library Director, 580-767-0345

HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$41,971.24 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,971.24 plus incentive pay based on EMT licensure level:

- EMT - Basic \$ 50.00 biweekly (\$1,300.00 annually)
- EMT - Intermediate \$ 75.00 biweekly (\$1,950.00 annually)
- EMT - Paramedic \$250.00 biweekly (\$6,500.00 annually)

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.

PATROL OFFICER

Salary: \$22.33 HR NON-CLEET certified (\$46,446.40 Annually)
\$23.22 HR CLEET certified (\$48,297.60 Annually) Open until filled 2016-051

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.

GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
 - Associate's Degree or 1000 hours of training: \$35.00 (\$ 910.00 annually)
 - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
 - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

ASSISTANT CITY ENGINEER

Salary: \$70,000-\$85,000 ANNUALLY DOQ Open until filled 2023-04

GENERAL JOB DESCRIPTION:

To assist in the oversight of the activities and operations of the Engineering Division of the Department of Development Services; to analyze, design, prepare contract documents and perform construction oversight for various projects in the complex and difficult work of engineering practice; to provide responsible and complex administrative support to and under the direction of the City Engineer. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible types of duties assigned to classes within this series including providing complex technical and administrative assistance to the City Engineer and supervising the work of consulting engineers and construction contractors.

BUILDING MAINTENANCE – PUBLIC SAFETY CENTER & MUNICIPAL JAIL

Salary: \$15.00 HR Open until filled 2023-34

GENERAL JOB DESCRIPTION:

To perform a variety of maintenance and custodial tasks relative to assigned areas.

CART BARN ATTENDANT – LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-14

GENERAL JOB DESCRIPTION:

This position waits on the public for all golfing needs, maintains the pro shop, front entrance, golf carts, and the cart barn area at Lew Wentz Golf Course.

COMMUNICATIONS OFFICER – POLICE DEPARTMENT

Salary: \$17.53 HR Open until filled 2023-20

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

CONCESSION/CASHIER & GATE ATTENDANT WENTZ & AMBUC POOLS – PART-TIME - SEASONAL

Salary: \$10.00 HR Open until filled 2023-12

GENERAL JOB DESCRIPTION:

The duties of concessions and cashier employees are waiting on the public for food, drinks and swimming tickets.

CONCESSION/CASHIER PERSONNEL LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-15

GENERAL JOB DESCRIPTION:

To wait on the public for food and drink and maintain the concession area at Wentz Golf Course.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute and instruct fitness programs.

FRONT DESK ATTENDANT – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-28

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

GIFT SHOP ATTENDANT – MARLAND MANSION – PART-TIME

Salary: \$11.00 HR Open until filled 2023-29

GENERAL JOB DESCRIPTION:

To greet and assist visitors entering the museum including working the gift shop; and to perform a variety of tasks relative to assigned area of responsibility.

KIDZONE/ROCKWALL/TRAMPOLINE WORKER – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-27

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun filled experience

LABORER – GOLF COURSE – PART-TIME/SEASONAL

Salary: \$10.00 HR Open until filled 2023-21

GENERAL JOB DESCRIPTION:

Learn and implement quality maintenance techniques to ensure fine turf; includes mowing, trimming, digging, landscaping and other related duties.

LIBRARY ASSISTANT – FULL-TIME

Salary: \$13.00 HR Open until filled 2023-26

GENERAL JOB DESCRIPTION:

This position works directly with the public at all the service desks. The Library Assistant greets library customers, performs circulation desk functions and general customer service as well as performing routine clerical activities and programming activities.

LIBRARY CLERK – PART-TIME

Salary: \$10.00 HR Open until filled 2022-43

GENERAL JOB DESCRIPTION:

This clerical position works directly with the public at one of five service desks. The Library Clerk works flexible hours, including days, evenings and weekend hours. The ability to be trained in the use of computers, printers, phones and databases is required. This position is cross trained at desks throughout the Library, but will primarily be providing children's services under the direction of the Youth Services Librarian.

LIFEGUARD – WENTZ & AMBUC POOLS

Salary: \$11.00 HR Open until filled 2023-11

GENERAL JOB DESCRIPTION:

Help prevent accidents and enforce all pool rules and regulations, in and out of the water. Must have a current (A) Lifeguard Training Certificate, (B) First Aid and (C) Adult/Infant CPR.

MAINTENANCE WORKER I – STREET

Salary: \$15.76 HR Open until filled 2023-08

GENERAL JOB DESCRIPTION:

This position will perform semi-skilled work in the construction, maintenance and related service activities in relation to the City streets.

MAINTENANCE WORKER II – WATER DISTRIBUTION/WASTEWATER COLLECTION

Salary: \$22.08 HR Open until filled 2023-35

GENERAL JOB DESCRIPTION:

This position performs semi-skilled and skilled work in the construction, maintenance and related service activities related to the Water Distribution and Wastewater Collection Systems.

MEMBERSHIP SPECIALIST – RECPLEX

Salary: \$15.60 HR Open until filled 2023-33

GENERAL JOB DESCRIPTION:

Under the supervision of the Aquatics and Fitness Coordinator the Membership Specialist is responsible for the administration of the business operations of the RecPlex facility, including membership and program registration. The Membership Specialist must provide outstanding customer service and model that to hourly employees. The Membership Specialist is responsible for the member service program, to prospect for new members and service existing members, supervise member service representatives, and to promote a positive public image of the RecPlex within our community.

OFFICE SPECIALIST – LANDFILL

Salary: \$17.75 HR Open until filled 2023-32

GENERAL JOB DESCRIPTION:

This position performs a wide variety of clerical duties and inputs correspondence and data into a computer terminal. The Office Specialist assists and informs the public, in person or on the telephone, on departmental policies and procedures, assists with basic sorting, filing, copying or clerical accounting services, encumbers City money.

PROPERTY INSPECTOR – DEVELOPMENT SERVICES

Salary: \$20.30 HR Open until filled 2023-31

GENERAL JOB DESCRIPTION:

Conducts field inspections of structures and properties within the City to ensure compliance with applicable building and property maintenance codes. These codes include ICC building codes, nuisances, zoning and property maintenance codes. Examples of nuisances are high grass and weeds, trash and junk accumulation, inoperable or abandoned vehicles, dilapidated structures and any unsanitary conditions.

PRO SHOP ATTENDANT – LEW WENTZ GOLF COURSE – SEASONAL

Salary: \$10.00 HR Open until filled 2023-13

GENERAL JOB DESCRIPTION:

To wait on the public for all golfing needs and maintain the pro shop area at Lew Wentz Golf Course.

SOLID WASTE COLLECTOR

Salary: \$20.08 HR Open until filled 2023-36

GENERAL JOB DESCRIPTION:

This position will manually load refuse on solid waste trucks; will ensure refuse is properly picked up on the assigned commercial or residential routes, will perform minor maintenance and cleaning activities on solid waste heavy equipment and will perform building and custodial maintenance as required.

WASTEWATER TREATMENT PLANT OPERATOR

Salary: \$20.24-\$21.74 HR Open until filled 2023-19

GENERAL JOB DESCRIPTION:

To operate and maintain the City's water and wastewater treatment plant and pumping facilities; to clean and protect the downstream water for users; and to operate and maintain various pump equipment and production facilities in support of the City's water system.

WATER TREATMENT PLANT OPERATOR

Salary: \$21.15-\$23.37 HR Open until filled 2023-38

GENERAL JOB DESCRIPTION:

Operates and maintains the City's water treatment plant and production equipment.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the Kay County Healthy Living Coalition.

Alcoholics Anonymous	alcoholicsanonymous.com	580-765-8462
Alzheimers Association Helpline		800-272-3900
Butterfly Wings Pregnancy or Child Loss		580-762-9102
Center for Poison and Drug Information		800-222-1222
Cimarron Transit		580-718-0444
Club Monarch for Children Dealing with Loss		580-762-9102
Compassionate Listening		405-286-4057
Crisis Text Line (Counseling)		741741
Dearing House (Child Victims of Sexual Assault)		580-762-5266
Edwin Fair Community Mental Health Center		800-256-2476
Family Wise-Free Prescription Discount Card		580-765-2476
Friendship Bikes		580-762-4990
Friendship Feast (Meals)	210 N. 5 th Street	580-762-1667
Grand Lake Mental Health - Kay County Clinic		580-749-5056
Grandparents Raising Grandkids		580-762-9412
Heartline Information and Referral for Oklahoma		211
Kay County Health Department	433 Fairview Avenue	580-762-1641
Kay County Healthy Living Coalition/TSET Healthy Living Program		580-765-2476
Lew Wentz Golf Course	2928 LA Cann Drive	580-767-0433
Living Hope Pregnancy Center		580-765-9689
Meals on Wheels		580-767-9010
Mental Health Lifeline (replaces National Suicide Prevention Lifeline)		988
Missing and Exploited Children.....		800-843-5678
Missing and Murdered Indigenous People of Northern Oklahoma		580-304-2180
National Alliance on Mental Illness		800-950-6264
New Emergency Resource Agency	112 S. 1 st Street	580-765-5372
Noon Lions Vision Support Group		580-304-5689
Northern Oklahoma Youth Services		580-762-8341
Oklahoma Department of Human Services	801 W. Grand Avenue	580-763-6700
Oklahoma Domestic Abuse and Sexual Assault Safeline		800-522-SAFE
Oklahoma Problem Gambling Hotline		800-522-4700
Oklahoma Tobacco Hotline		800-784-8669
Oklahoma Youth Crisis and Runaway Hotline		800-448-4663
Osage Nation WIC		580-762-2845
Otoe Missouri WIC		877-692-6863
Pharmaceutical Take-Back	200 E. Oklahoma Avenue	580-767-0370
Ponca City RecPlex	1604 W. Grand Avenue	580-767-0430
Ponca City Senior Center	319 W. Grand Avenue	580-763-8051
Rx for Oklahoma-Prescription Assistance Program		580-765-9022 or 877-RX4-OKLA
Substance Abuse and Mental Health Services Administration		800-662-4357
The Mission (Meals)	909 E. South Avenue	580-765-1426
United Community Action Program	501 6 th Street, Pawnee	918-762-3041
United Way of Ponca City	205 N. 2 nd Street	580-765-2476
Veteran's Landing	111 N. 4 th Street	580-362-6375
Veterans Benefits		877-222-8387